



TRIANGLE J COUNCIL OF GOVERNMENTS

What You Need to Know

Your Jurisdiction's Seat on the TJCOG Board of Delegates

The TJCOG Board of Delegates includes one elected official from each member county and municipality served by the organization. The full board meets seven times a year to set policy for TJCOG, guide programming, and discuss regional challenges. The TJCOG Executive Committee (EC) includes the delegate from each of the seven member counties and one municipal representative from each county. The EC conducts business for the organization in months that the full Board of Delegates does not meet.

As a TJCOG member government, you appoint one elected official to serve as your delegate.

Appointing a Delegate

- ✓ **The Delegate you appoint is your voting member on the Board of Delegates** – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.
- ✓ **Some Delegates have additional responsibilities as members of the Executive Committee.** The Executive Committee meets in February, June, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m.
- ✓ **The Alternate Delegate** stands in for your Delegate when they are unavailable. Alternate Delegates are invited to attend all Board of Delegates meetings but may only vote when the Delegate is not present. *If the Delegate cannot attend, they should notify the Alternate Delegate.*

Delegate and Alternate Responsibilities

Interested elected officials should keep in mind the following responsibilities that they assume when accepting the appointment as a Delegate or Alternate:

- Regularly attend and participate in meetings. 7 Board meetings are scheduled each year, typically on the fourth Wednesday of the month. Note: Quorum to conduct business is 17 Delegates.
- Review the agenda and background materials in advance. An e-mail message informing when the agenda has been posted will be sent prior to meeting.
- Arrive early, enjoy dinner and network with your colleagues before the meeting begins.
- RSVP to let our staff know you will (or will not) be coming.
- Notify your community's Alternate Delegate if you will be unable to attend.
- Report back to your board or council colleague. Our "After Action Report," sent by e-mail after each meeting, is an easy and convenient way to share this information.
- Think regionally. Bring ideas, opportunities and concerns to staff and fellow Board members for discussion and collaboration.